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Security 2-1

25 May 1951

**SUBJECT: Operating Procedure for Documents Security Classification
Regrading.**

1. PURPOSE:

The purpose of this procedure is to establish an orderly method for changing the security classifications of documents and for notifying recipients of copies of such changes.

2. SCOPE:

The procedure covers all changes of security classifications, either reductions to lower classifications or increases to higher security classifications, the maintenance of a control record including changes made by either CIA or outside agencies, and the notification of recipients of documents of these changes.

3. DEFINITIONS:

Explanation of terms used in this procedure is provided as follows:

- a. Regrading - The term "regrading" applies to changes in security classifications of documents either to higher classifications or to lower.
- b. Upgrading - The term "upgrading" means changes to security classifications which impose greater control over the handling of documents.
- c. Downgrading - "Downgrading" means changes to security classifications which lessen controls to be maintained over documents and permit freer handling of them.
- d. Regrading Authority - The person who originally classified a document, his successor or superior are the persons who may regrade a document. He is called the "Regrading Authority". When none of these persons are available, due to the dissolution of the organization responsible for the document, the Regrading Authority is a person or committee appointed by the Deputy Director (Administration) for this task.

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- e. Regrading Request - A Regrading Request is a written request, generally made on CIA Form No. 60-89, "Document Classification Regrading Request" for the regrading of either CIA documents or those of other agencies. The Request identifies the document completely, shows the present classification and may include a proposed new classification with reasons for requesting the change.
- f. Regrading Notice - A Regrading Notice is a written report of authorized changes in security classifications of documents. Such Notices are of three types:
 - (1) Notices prepared by offices having jurisdiction over the documents listed. CIA Form No. 60-90, "Document Classification Regrading Notice" is used for this purpose. Notices may include a single document or a number of documents.
 - (2) CIA Consolidated Regrading Notices prepared by the CIA Records Officer to report the regrading of CIA documents. The Notices are reproduced for distribution to CIA offices or outside agencies which received copies of these documents.
 - (3) CIA Consolidated Regrading Notices prepared by the CIA Records Officer to report the regrading of documents of other agencies. These Notices are reproduced for distribution to CIA offices.
- g. Regrading Control File - A record file maintained by the CIA Records Officer showing the current security classification of documents, either of CIA or non-CIA origin, the regrading of which have been reported to the CIA Records Officer.
- h. Office of Origin - The term "Office of Origin" is applied to any office which has jurisdiction over classified documents because it created the documents or because it has been given functions and jurisdictions as successor to the office which created the documents. The records themselves are not necessarily in the immediate possession of the Office of Origin but may have been placed in the agency records storage area. The term may be construed as synonymous with "Office of Primary Interest."

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The following operating procedures cover the review, regrading and notifying recipients of the regrading of documents created by or under the jurisdiction of CIA offices.

- a. Review of Documents - Office heads or their designees will make annual or more frequent reviews of the security classifications of CIA created documents in their possession to determine whether these documents should be regraded. (CIA Regulation)
- b. Requests for Regrading - Officials wishing to change the security classification of a CIA created document will direct their requests to the Regrading Authority or Office of Origin. Requests should be made on CIA Form No. 60-89, "Document Classification Regrading Request."
- c. Notices of Regrading Actions - The following actions will be taken by CIA Offices when documents have been regraded.
 - (1) Offices of Origin will notify CIA recipients of copies of documents regraded. CIA Form No. 60-90, "Documents Classification Regrading Notice", should be used for this purpose. Completed Forms No. 60-90 may be reproduced to provide copies for distribution.
 - (2) Offices of Origin will send one copy of each regrading notice, CIA Form No. 60-90, to the CIA Records Officer who will maintain the permanent record file of these notices.
 - (3) Offices of Origin will inform the CIA Records Officer whether all CIA recipients have been notified of regraded documents and will report the names of Departments or agencies outside of CIA to which copies of these documents have been sent.
 - (4) Offices should destroy their copies of CIA Form 60-90 after the security classification of documents have been changed.
- d. Remarking of Documents - Offices will change the security classification marking of regraded documents, following the procedures stated in CIA Regulation

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e. Consolidated Regrading Notices - The CIA Records Officer will perform the following actions in connection with regrading notifications.

- (1) The CIA Records Officer will prepare, publish and distribute to CIA offices, copies of Consolidated Regrading Notices to notify all CIA recipients when it is not practicable for offices of Origin to do so.
- (2) The CIA Records Officer will determine which documents were distributed to agencies outside of CIA and will include such agencies in the distribution of the CIA Consolidated Regrading Notice.
- (3) The CIA Records Officer will maintain the permanent record file of CIA Consolidated Notices.

f. Regrading Procedures - The CIA Records Officer is responsible for devising procedures for documents regrading and for giving advice and assistance to CIA offices on such matters.

5. PROCEDURES FOR DOCUMENTS OF OTHER AGENCIES:

The following paragraphs provide operating procedures for CIA offices to follow in requesting authority and in taking action to regrade classified documents received from other agencies.

a. Requests for Regrading - The following procedures are to be followed for securing approval to regrade documents of other agencies.

- (1) CIA offices will direct their inquiries to the CIA Records Officer.
- (2) The CIA Records Officer will determine from his files of regrading notices whether the document has previously been reported as regraded.
- (3) If there is no record showing that the document has been regraded, the CIA Records Officer will route the inquiry to the Liaison Division, O/CD to be referred to the Office of Origin.

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- (4) The Liaison Division, Office of Collection and Dissemination will determine from the Office of Origin, the proper current classification of the document, and will report to the requestor through the CIA Records Officer.

b. Notices of Regrading Actions - The following actions will be taken by CIA Offices when documents of other agencies in the possession of CIA offices have been regraded.

- (1) The CIA Records Officer will receive and review for action, notices of regrading of documents originated by other agencies.
- (2) The CIA Records Officer will compile monthly Consolidated Regrading Notices of documents regraded by agencies other than CIA. He will reproduce these Consolidated Regrading Notices and will distribute copies to CIA offices.
- (3) The CIA Records Officer will report the upgrading of documents promptly, when CIA recipients are known, and will include upgradings in Monthly Consolidated Regrading Notices.
- (4) The CIA Records Officer will maintain the record copies of CIA Consolidated Regrading Notices and of regrading notices received from outside agencies.

c. Regrading of Documents - CIA Offices will change the security classification marking of regraded documents, as reported by Consolidated Regrading Notices or by separate reports of upgrading of documents, following the procedures stated in CIA Regulation

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